

MEMORANDUM FOR THE RECORD

24 July 1959

SUBJECT: New Building Cornerstone Ceremony

1. A meeting was held in the Deputy Director's (Support) conference room on 22 July to discuss arrangements for the Cornerstone Ceremony. The following were present:

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✓ Col. L. K. White
✓ Col. Sheffield Edwards

Deputy Director (Support)
Office of Security
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Col. Stanley J. Grogan

Office of General Counsel

Office of the DCI

Office of the DDCI

✓ Mr. Walter Pforzheimer

Office of Central Reference

DD/I Liaison Officer

DD/P Liaison Officer

Office of Logistics
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2. Col. White conducted the meeting. He stated that the Director has written the President asking him to lay the cornerstone and suggesting any one of the last three Saturdays in October or, if preferable, an early November date for the ceremony. The matter of securing the Air Force Band for the ceremony was discussed with General Cabell who will initiate such arrangements when the date is known. Col. White and the Director will discuss the matter of the Clergymen to be invited to officiate at the ceremony.

3. Specific tasks necessary in connection with the ceremony were mentioned and responsibility therefor assigned as follows:

a. Compilation of a guest list, seating arrangements, and ushers

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b. Collection of material to be placed in cornerstone box - Walter Pforzheimer.

c. Publicity releases - Col. Stanley Grogan.

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Ceremony program and invitations, content and format -

DOCUMENT NO.

NO CHANGE IN CLASS ☐

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NEXT REVIEW DATE

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REVIEWER: 0277


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4. The Office of Logistics was assigned responsibility for providing furnishings and equipment including chairs and public address system, printing and engraving and transportation. Transportation includes any necessary arrangements for special guests, on site transportation between the parking lot and the Cornerstone location and the hauling of equipment and furniture.

5. The Office of Security was given responsibility for arrangements with the Fairfax County police to assist with the handling of traffic on Route 123, for arranging for guards to direct parking on the site and for coordination with the United States Secret Service in connection with the President's attendance at the ceremony.

6. Col. White expressed a desire that the Deputy Directors be contacted directly in connection with guests, the program, and the material for the cornerstone box.

7. Col. White announced that he would expect the Building Planning Staff to coordinate and advise him of the status of the work of the various persons and groups assigned tasks in connection with the ceremony.


Administrative Officer
Building Planning Staff

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Attachment (1)

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(24 July 1959)